**NORTH SAGAMORE WATER DISTRICT**

**MEETING MINUTES MARCH 6, 2024**

The North Sagamore Water District Board of Water Commissioners held their monthly meeting on Thursday, March 6, 2024 at 9:00 am at the North Sagamore Water District office at 14 Squanto Road, Sagamore Beach. Commissioner Bergeron called the meeting to order at

9:00 am.

Those in attendance at the start of the meeting were: Chairperson Mark Bergeron, Commissioner Mark Melchionda, Superintendent Eric Hillstrom, Treasurer Maureen Fruci, Assistant Superintendent Manny Pacheco, Field Technician Jon Devine, Assistant Treasurer Chey Phillips, Engineer Kristen Berger, Engineer Bob Bell, and Don DiGiacomo, Project Manager from Dig It Construction. Commissioner Mealy joined the meeting at 10:15 AM.

**PRE-CONSTRUCTION MEETING WITH DIG-IT CONSTRUCTION FOR CAPE VIEW WAY/MASS WORKS GRANT PROJECT**

Engineer Kristen Berger opened the meeting with introductions. She explained that Superintendent Hillstrom will be the day to day contact person for the District during the project until Inspector Matt Darsch is available to start. She asked that before Mr. Darsch starts, Dig It should inform the Superintendent of the work that is being done. She confirmed contact information for Don DiGiacomo, project manager for Dig It Construction.

Engineer Bob Bell asked if Mr. DiGiacomo knew who the foreman would be for the project. He replied that it would be Ethan Sage and shared his phone number. Mr. DiGiacomo explained that he would be by the site daily but not stay for the duration of the workday, and that Mr. Sage will be the primary operator at the jobsite.

Engineer Berger went through the scope of the project. She explained that the location of the existing main and services are approximate and there were a few spots in which the District is not confident about. The discussion continued as the engineers and Dig It representative discussed their plans on how the project should unfold.

Mr. DiGiacomo informed the Board that he was considering doing 4 10-hour work days instead of 5 8-hour days. Mr. Bell mentioned that the change in hours could affect other aspects of the project such as police detail. Longer hours will result in overtime rates. There was a brief discussion about whether or not detail would be necessary at the very start and very end of the day while the workplace is being set up and cleaned up.

Mr. DiGiacomo explained that he felt that was the best way to get the project done the fastest. It would give flexibility to switch work days in the event of inclement weather. He said that he would produce a proposal for the 10-hour work days for the District to review. Commissioner Melchionda mentioned that the project inspector would need to be asked about staying later if the work days get extended.

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Ms. Berger next explained that the plan is to maintain one lane of traffic and clarified what the state wanted to see for traffic at the intersection if something needs to be shut down. Mr. DiGiacomo explained that he doesn’t believe there will be any reason for a shut down, and stated that he would provide a traffic plan.

Ms. Berger said that the District water supply will be mostly uninterrupted. Mr. DiGiacomo asked if the residents will be notified if their water was going to be temporarily shut off. Superintendent Hillstrom explained that residents will be notified at least 48 hours prior to any scheduled shut downs.

Ms. Berger explained that Dig It is responsible in the contract for 2 electronic signs and Mr. DiGiacomo confirmed that Dig It owned the signs that would be used. Ms. Berger suggested that Dig It talk with the police concerning the location and content of the signs.

Commissioner Melchionda informed the project manager that it could sometimes be difficult to find police detail as there are other big projects going on in the area. Mr. DiGiacomo explained that he would need to know by the Friday before if he needed to fill any detail or flagger positions.

Engineer Berger asked if the District wanted any excess material. Superintendent Hillstrom replied that he has some space to store some extra materials and Mr. DiGiacomo explained that they would give the District any excess material that they wanted.

Mr. DiGiacomo explained that Dig It would complete the paving after a minimum of 90 days after the project was complete. He continued by stating that ideally the final paving would take place after Columbus Day but well before the 11/15/24 completion date. Engineer Berger mentioned that the paving would have to meet Mass DOT standards.

There was a discussion on possible staging areas for the project. Mr. DiGiacomo asked for suggestions as he would need a place for materials to be delivered. Mr. Bell suggested the old Hoxie School. Commissioner Melchionda mentioned that the park on Clark Road could be another option but the upcoming baseball season could create a potential problem. Commissioner Mealy asked if there were any options near Scusset Beach. Ms. Berger replied that there wasn’t much room there. Commissioner Melchionda suggested another option could be the old Swift Memorial Church that is currently owner by Gerry Atkins. Mr. Bell said that the church location is more central. Mr. DiGiacomo asked for any contact information for these possible sites.

There was a discussion about having another meeting with town personnel. It was decided the meeting would take place March 14th, at 9:00 am with March 18th as a backup date. Superintendent Hillstrom said that he would reach out to police, fire, and the DPW to inform them of the meeting.

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Chairperson Mark Bergeron thanked all for attending. Mr. DiGiacomo, Ms. Berger, and Mr. Bell left the meeting at 10:30 am.

**FY24/FY25 BUDGET REVIEW**

Superintendent Hillstrom provided the Board with a projected FY25 budget and a current profit and loss report. He explained that he and Treasurer Fruci had concerns with hiring outside of the budget, and about some of the expenditures to date. He informed the Board that he believed it was important to take more time to prepare the budget and hire in the new fiscal year in hopes that a new employee can begin on July 1st 2024.

**NEW LABORER/TECHNICIAN POSITION AND FUNDING**

Superintendent Hillstrom told the Board that communication issues had caused some unforeseen costs for the District. Commissioner Mealy asked how the communications had been impacting employee hours. The Superintendent replied that the on call employee was working about 3 hours more on weekends.

Commissioner Bergeron asked the field personnel if they were okay with waiting for the new employee. Mr. Pacheco explained that the Superintendent had discussed waiting for the next fiscal year to hire a new laborer with him and field technician Jon Devine and they were concerned. He felt as if he is already behind. He furthered explained that the District will get busy soon and it will take a while to get a new employee up to speed. Mr. Pacheco said that he did understand the money aspect of it and he was confident that it would work out either way.

Commissioner Bergeron asked if there was an option to get a temporary person on a contract position. The Superintendent explained that he was not sure, and that the temporary employee would have to learn the district. Commissioner Melchionda suggested the District could hire someone temporary to help for the time being as another possible option.

It was decided that before any final decisions were made, the District would hold a meeting that would focus primarily on the budget.

**SPECIAL DISTRICT MEETING**

There was more discussion about postponing the District’s special meeting. It was decided that District personnel would meet with the former Superintendent to go through the budget before a final decision was made on the new laborer. Superintendent Hillstrom would then be able to discuss his findings with the Board.

Commissioner Melchionda asked that District personnel contact attorney Bob Troy as well as the fire department to inform them of the cancellation of the special meeting.

Commissioner Melchionda made a motion to indefinitely postpone the Special District Meeting that was scheduled for 3/12/24. Commissioner Mealy seconded the motion. All Board members were in favor.

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**APPROVAL OF SPECIAL WARRANT, ARTICLE, AND MOTION**

N/A

**COMMISSIONER’S COMMENTS AND SELECT NEXT MEETING DATE**

There was a brief discussion on some of the items that the Board and Superintendent would like to be included on the next monthly meeting agenda.

The next meeting is scheduled for March 14, 2024 at 9:00 am. The next monthly meeting will be held on March 20, 2024 at 3:00 pm.

**ADJOURN**

Commissioner Bergeron made a motion to adjourn the meeting at 11:43 am. Commissioner Melchionda seconded the motion. The motion was accepted.

Respectfully submitted,

Chey Phillips